

FLORIDA BUILDING COMMISSION
VIRTUAL MEETING VIA WEBINAR-TELECONFERENCE PARTICIPATION PROCESS
(Adopted Unanimously October 14, 2008, and Revised Unanimously August 7, 2012)

GENERAL

- Please be aware that background noise from participants is picked-up and amplified on the webinar system, especially when using a speaker-phone or your computer without a headset.
- Commission members, staff, and members of the public should offer their names each time they speak, for the record and to ensure all meeting participants know who is speaking.
- Commissioners should offer their names when making and seconding motions.
- Commission members should announce if they have to sign-off before the virtual meeting is complete, to ensure a quorum and an accurate count of votes.
- Votes on motions will be tallied by recording Commissioner's votes by name in turn, or by voice vote depending on the complexity of the issue.

ATTENDANCE

- Facilitator will ask Commission members and staff to identify themselves in turn by name.
- Once attendance is complete and a quorum established, the agenda will be reviewed and approved by the Commission.

PARTICIPANT ETIQUETTE

- Please keep your phones on mute if calling in, and mute the microphone icon in the Virtual Meeting Control Panel if you are connected by webinar. The default mode for your microphone is mute and is reflected by a red microphone icon next to your name, to unmute click the red microphone icon and it will turn green when you are unmuted.
- The meeting works best if everyone mutes themselves except when speaking.
- Please don't put your phones on hold if participating by phone.
- Please wait until invited by the Facilitator to speak to avoid confusion.
- Names will be stacked by the Facilitator to ensure order.
- Participants will have ample time to speak on substantive agenda items.

AGENDA ITEM DISCUSSION PROCESS

- Facilitator will introduce agenda item and presenter/proponent as appropriate.
- Presenter will provide overview of issue and recommendation(s) for Commission action.
- Hold questions until overview of the issue or presentation is complete.
- Once presentation is complete, Facilitator will ask if Commissioners have clarifying questions on the issue, create a speaker's list, and call on Commissioners in-turn for clarification.
- Facilitator will ask if anyone from the public wishes to comment on the issue, create a speaker's list, and call on participants in-turn for discussion.
- Facilitator will ask if any Commission member wishes to discuss the issue or propose alternative options, create a speaker's list, and call on Commissioners in-turn for discussion.
- Once clarification and discussion is complete, Facilitator will ask if a Commission member wishes to make a motion on the issue.
- Following a second for the motion, Facilitator will ask if there is any additional discussion.
- If the motion involves an option the public has already provided input on, then the vote is taken following any additional Commission discussion; if the proposed action (motion) is materially different from what was previously discussed, an additional opportunity is provided for public comment, and then the Commission votes on the motion.

GUIDELINES FOR VIRTUAL MEETING PARTICIPATION

COME PREPARED. Review the agenda, presentations and background documents ahead of time. Schedule at least 15 minutes to prepare for the meeting/webinar – if you don't need it you can have the time back. Do the pre-work. Make notes and be ready with questions.

TEST THE TECHNOLOGY AHEAD OF TIME. Log in the day before to ensure full access to whatever online technology is being used. Check your headset and/or telephone system.

PARTICIPATION—VIDEO AND AUDIO: If you participate using your computer for audio (using a headset to listen and/or speak) do not use the teleconference call in number (it creates interference). You can listen and/or speak using your headset through the VOIP function of your computer. If you use your computer only for the video/visual function (to view presentations) you will need to call in on the teleconference line to listen and/or speak. Participants who wish to view the presentations will need to use their computers to log-in using the meeting URL provided on the meeting agenda whether they participate with VOIP or the teleconference participation option for audio and video functions.

TURN UP EARLY. Put the web address and teleconference details in your calendar and bookmark the web URL. Set the reminder 15 minutes ahead of the call.

REMOVE DISTRACTIONS. Schedule a quiet place to participate from. Clear your desk and computer desktop. Turn off email & instant messaging. Put your cell phone aside. Put a note on your office door. Create an environment that allows you to fully participate without distractions.

TAKE RESPONSIBILITY FOR YOUR OWN PARTICIPATION. Don't plan to do any "catch up" activities during the call. If you catch yourself multi-tasking, close your eyes and listen. Avoid side conversations whether in the room with colleagues or in an online chat space. Keep your phone on "Mute" unless speaking. Never place your phone on "Hold". Be aware that when your phone is on speaker mode it transmits background noise and can interfere with the meeting.

BE AWARE OF AIR TIME. Fully participate while allowing others to do the same. Speak your name before making a comment.

FOLLOW COMMISSION'S MEETING PARTICIPATION GUIDELINES. Do not speak without acknowledgement from the Facilitator. Speaking out of turn is very disruptive to a virtual meeting.

SUPPORT THE FACILITATOR. Acknowledge questions and pay attention. Use the raise hand function to speak and wait for the Facilitator to invite questions and/or comments. The Facilitator will create a speakers list at all appropriate times during the meeting. Keep your phone on "Mute" (not "Hold") whenever possible.